
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
EAST CENTRAL DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

**PROCEDURE FOR DETERMINING PERFORMANCE
(PART I)**

Section I.—RESPONSIBILITIES FOR REPORTING PERFORMANCE

A. Farm operators.—The farm operator will be responsible for:

1. **DETERMINING THE EXTENT OF PRACTICES CARRIED OUT BY METHODS ACCEPTABLE TO THE COUNTY COMMITTEE.**—Official acreages determined under AAA programs and furnished producers on farm maps should be used, if available, for practices reported in acres. Otherwise producers may determine acreage by other reasonably accurate methods commonly used in the community. Linear feet, square feet, or cubic yards of engineering practices should be determined from actual measurements. Purchase receipts, seed tags, and other acceptable evidence should be supplied for practices in which the quantity of material used determines the extent of the practice, if requested by the county committee. The extent of each practice should be determined in terms of the unit of payment for the practice.

2. **FILING TIMELY REPORTS.**—Reports of performance shall be made not later than February 15, 1946, if they are to be used as a basis for making cash payments.

3. **REPORTING PRACTICES PERFORMED BY ALL PRODUCERS ON THE FARM.**—Shares of producers shall be reported for those practices (other than those carried out with AAA materials or services) in which more than one producer contributes labor, equipment, cash, or materials to the carrying out of the practice. A performance report filed by a farm operator will be considered as having been filed on behalf of all interested producers on the farm. Such report will be available for inspection by any owner, tenant, or share cropper who contributed to the carrying out of practices or to whom material or services were furnished during the 1945 program year.

B. Community committeemen.—The community committeeman will be responsible for:

1. Informing farmers in his locality of their responsibilities for determining and reporting performance;

2. Assisting farmers in reporting performance at all practicable times, including community meetings and other times and places specified by the county committee;

3. Reviewing performance reports; and

4. Making field checks of reports at the request of the county committee.

C. County committees.—The county committee will be responsible for:

1. General supervision of all performance work in the county;
2. Developing plans for obtaining performance reports from farmers. Consideration should be given to the following—

- (a) Assigning to each community committeeman a list of farms in his locality for which he will be responsible,
- (b) Meetings at which committeemen will be present to receive reports,
- (c) Arrangements for specified times and places at which community committeemen will receive reports,
- (d) Arrangements whereby farmers may present their reports at the county office, and
- (e) Reports to be made by mail;

3. Determining what evidence should be submitted in support of reports of practices carried out with materials or seeds;

4. Notifying producers of their responsibilities, and of the times (including closing dates) and places at which reports may be filed—Letters of notification should be reviewed by the fieldmen before mailing;

5. Making available records of measured acreage of fields, as determined under past programs, for examination by farm operators;

6. Instructing community committeemen and county office personnel in performance methods and responsibilities;

7. Assigning performance reports to community committees or committeemen for review;

8. Having checks made to maintain accuracy of reports. These shall include inspection of designated practices by qualified personnel; and

9. Making timely progress reports to the State committee.

D. State committees.—State committees will be responsible for:

1. Developing, through the farmer fieldman, with each county committee, a comprehensive plan for securing performance reports in each county;

2. Instructing county committees in their responsibilities and in performance methods;

3. Supervising the work of county committees sufficiently to determine that performance work is being handled in a satisfactory manner, causing such checks to be made as are necessary;

4. Designating any practices for which inspection by specially qualified personnel is required to determine eligibility for payment; and

5. Making monthly reports of progress to the Regional Director.

Section II.—REPORT FORMS AND PREPARATION OF REPORTS

Performance may be reported on the forms listed below, or written statements signed by producers may be accepted, if proper evidence of performance shown. It is *not* necessary that all forms be used by any farmer, *nor* is it necessary that the entire performance for the farm be reported on a single form. It is necessary that *each* form on which *any* performance is reported be signed by the farm operator or his duly authorized representative unless such performance is also reported otherwise over his signature.

A. Form ACP-64.—The reverse side of Form ACP-64, given farmers at delivery of contract or government-owned 1945 AAA materials, provides space for the farmer to report the use made of the materials furnished. If reports on ACP-64s are received properly

accounting for all materials furnished, no further report for the farm will be required unless payment for practices performed without use of AAA materials or services is to be claimed for the farm.

Shortly after the county office receives the original receipted copy of ACP-64, the farmer should be advised of the importance of using the material promptly in accordance with the provisions of the program, and should be requested to report on his copy of ACP-64 the use made of the material.

Reports received on ACP-64 should be stapled to the county office copy of Form ECR-915 "1945 Farm Plan."

B. Form ECR-915 (producer's copy).—Farmers may report their performance in the spaces provided on the reverse side of their 1945 farm plans. Reports received on this form shall be checked carefully to determine:

- (a) That all AAA materials and services are properly identified and accounted for on the form or on separately filed reports,
- (b) Whether any producer other than the farm operator shared in carrying out the practices reported.
- (c) That the required information concerning practices is given, and
- (d) That the report is properly signed by the farm operator or his authorized representative.

Where necessary the farm operator should be contacted to complete the report on the same form or by means of a new report on ECR-915 (committeeman's or county office copy). Acceptable reports on the producer's copy of ECR-915 should be stapled to the county office copy of Form ECR-915.

C. Form ECR-915 (committeeman's copy or county office copy).—In cases in which farmers present performance data to the community committeeman, the committeeman's copy of Form ECR-915 for the farm should be used as the performance report form. When the data are presented at the county office, the county office copy of Form ECR-915 shall be used.

These copies of Form ECR-915 are identical. On the county office copy, however, entries will have been made currently in section VI, as provided in ECR-910 "Conservation Materials and Services," with respect to AAA materials and services requested and received by producers on the farm. In addition, a check mark should be entered in column G of the county office copy for each *material* when an acceptable report of use has been received on ACP-64, (or comparable form) and for each *service* furnished when the inspector's approval of the complete service has been given. Such entries will not be made currently on the committeeman's copy. Shortly before the time at which most producers will be reporting their performance, entries appearing in columns A, B, C, and F of the county office copy may be transferred to the committeeman's copy.

When used as a performance report, entries will be made in the "1945 Performance" section of Form ECR-915 as follows:

1. Entries in Section VI "Conservation Materials and Services Furnished by AAA."

An entry will be made in column G describing the use (including misuse or failure to use) made of each material or service for which entries appear in columns A through F, and for which no check mark in column G indicates that an acceptable prior report has been filed.

The description of use shall be information sufficient to indicate whether use has been within the specifications of an applicable practice of ECR-901. The entire quantity of material shown as received by the farm must be accounted for to the satisfaction of the committee or employee filling out the report.

No further entries need be made for services for which an inspector's report approving the service furnished is indicated by a check mark in column F.

Where prior entries concerning AAA materials and services have not been made on the committeeman's copy of Form ECR-915, the committeeman will enter in columns A, B, and C of section VI information supplied by the farm operator concerning the kind and quantity of materials and services received for use on the farm. Such entries will later be compared with those appearing on the county office copy.

2. Entries in Section VII "Practices Performed without AAA Materials or Services."

Entries as follows will be made in section VII for the total extent of each approved practice reported by the farm operator carried out without the use of materials or services furnished by the AAA. Terraces for which the AAA has furnished line-running services *only*, shall also be reported in Section VII:

(a) In column A, as applicable, will be entered the specific data concerning the practice indicated by blank spaces provided.

(b) In column C will be entered the total extent of the practice carried out on the farm, expressed in the units specified for the practice in column B. Whole units should be entered to the left of the dividing line in column C; tenths of units should be entered to the right of the dividing line.

(c) In cases where more than one producer shares in the carrying out of practices, the name (or initials) of each producer will be written in the spaces immediately above columns E and F. Column F may be divided if more than two producers contributed to the carrying out of practices.

The share contributed to the practice by the farm operator will be entered in column E. The share of each other producer who contributed to carrying out the practice will be entered in column F. If all practices were performed by the farm operator, the word "all" may be entered once in column E.

Shares of producers shall be reported as the percentage or fractional share of the entire cost of performing the practice represented by the contribution of each. Reports of shares are subject to review by the county committee.

(d) Should any approved practices be included in ECR-901 which are not listed in section VII of ECR-915, applicable data concerning such practices should be entered by listing the practice number, name and applicable substantiating data in column A, the units specified in ECR-901 in column B, and the extent in column C in an appropriate space between practices for which printed entries appear. Care should be taken that such practices are appropriately listed as regular or unlimited practices.

(e) The name and complete address of each producer sharing in practices will be entered in the spaces provided. The name and address of the farm operator should be entered first. If more than two producers share in practices, the name and address of additional producers may be listed in the "Notes" section of the form. Care should be taken to show each producer's Christian name, additional initials, (if any) and last name. The address should be the complete mail address, that is, RFD and box number or street address, and post office and State.

3. Entries in Section VIII "Certifications and Approval."

(a) The farm operator will sign in the space provided when he submits his report. Anyone filing the report as a representative of the operator must be qualified to make an accurate performance report for the farm.

(b) Enter in the space provided the date on which the report is filed. The initials of the committeeman or employee with whom the report is filed should also be entered.

(c) A member of the community committee shall sign in the space provided after the report has been reviewed and approved as outlined under section III of these instructions.

Section III.—REVIEW AND APPROVAL OF PERFORMANCE REPORTS

The performance report when completed shall be reviewed by a community committeeman, preferably the one most familiar with the farm, or by the community committee for the area in which the farm is located, if the county committee so elects. The report will be approved by the signature of a community committeeman when it is believed to be true and correct. The report will also be checked to ***see that it has been signed by the farm operator, or by a person with authority to represent him,*** and that the names and addresses of all producers are completely and correctly shown.

The review of the performance report should include a review of all written reports of performance made for the farm. It should be determined that all AAA materials or services listed in section VI of ECR-915 (county office copy) are completely accounted for.

In any case in which there is reason to believe that the data reported are not complete or correct, a request may be made of the farm operator to submit substantiating data. If the required data are not received, or there still is reason for withholding approval after receiving the data, a committeeman should inspect the farm to determine the correct extent of practices carried out or refer the case to the county committee with a full explanation of the reason for withholding approval. A notation should be made on each report for which determination of extent of practices was made on the farm.

If there is evidence that a producer has (a) failed to maintain a practice carried out under previous programs, (b) adopted or participated in any practice which tends to defeat the purposes of the 1945 or previous programs, (c) failed to carry out approved erosion control measures, thereby permitting his land to become an erosion hazard to other land, or (d) has employed any scheme or device, the effect of which would be or has been to deprive any other person of a payment under the program, such evidence should be brought to the attention of the county committee. Other comments for the attention of the county committee may also be made.

Section IV.—FARM INSPECTIONS

Community committeemen will inspect under the direction of the county committee each farm for which there is reasonable indication that the report is not correct, including any reports for which approval is withheld by community committeemen. Additional farms to be inspected will be selected at random in numbers sufficient to assure good standards of accuracy in reporting.

A sufficient inspection should be made of each farm visited to determine whether the report is complete and whether the data submitted by the farmer are correct. If the report is found to be correct, the committeeman should note on it "Check O. K.," and enter the date and his initials. Minor changes in the report may be made by lining

through the original entry and entering correct data immediately above the original entry. *Such corrections should be initialed by the farm operator.* If major changes in data are necessary, a new report should be prepared which the farm operator should be requested to sign. All such reports should be marked "Redetermination." Should the producer refuse to sign, this fact should also be noted.

Section V.—RECORDS AND PROGRESS REPORTS

An orderly system should be set up for the purpose of keeping records of the status of farms checked. Some one person should be designated to keep them.

A progress report, in the form outlined below, should be forwarded promptly to the State office covering the progress of the work completed as of the last day of each month until the work is completed. More frequent reports shall be made if requested by the State committee. The first report should be for the period ending June 30, 1945. Succeeding reports should be forwarded promptly through February 1946.

1945 ACP PERFORMANCE PROGRESS REPORT _____ (County)
for Period Ending _____, 194_____

1. Number of farms for which reports are expected to be filed_____
2. Number of farms on which performance has been reported (on ACP-64 or any copy of ECR-915)_____
3. Number of farms for which performance report is complete (all reports complete and approved)_____
4. Number of farms inspected to date_____

Date _____ Signature _____
 Title _____

The State committee should report State totals of the above items to the Regional Director not later than the 15th of each month.

